



Glynneath Town Council

Terms of Reference

Town Hall & Community Centre Committee

Membership:	6 (six) ; as determined by Full Council 6 councillor members
Chairperson / Vice Chairperson:	To be elected by the membership of the Committee
Quorum:	3 (three) – <i>Refer to Standing Orders</i>
Meetings:	A minimum of five meetings to be held annually (bi-monthly) February, May, July, September, November
Areas of Responsibility:	Glynneath Town Hall; Bethania Chapel Community Centre
Remit of the Committee:	<ul style="list-style-type: none"> To oversee the general management of the areas identified To monitor the Town Hall and Community Centre budgets and take decisions to spend within these approved budgets in line with the Council's Financial Regulations To make recommendations to Council as and when required in relation to expenditure that falls outside the approved budget or exceeds the thresholds set in the Financial Regulations Prepare estimates of expenditure in November for the forthcoming financial year for consideration by the Council To work towards improving and maintaining the assets identified and as and where required, make such recommendations to Full Council To work in partnership with all the appropriate funding bodies to help to provide for, improve and upgrade the assets identified To review the Hire Agreements as and when required, and make appropriate recommendations to Council To maintain a programme of maintenance To ensure that the Town Council complies with health and safety regulations.